AGENDA
STATE GOVERNMENT COUNCIL
Executive Building - Lower Level Conference Room
521 S 14th Street
Lincoln, Nebraska
Thursday, June 9, 2016
1:30 p.m.

1:30 p.m.	1.	Roll Call, Meeting Notice & Open Meetings Act Information	Chair
	2.	Public Comment	
	3.	Approval of Minutes – February 11, 2016* *(Attachment 3)*	
	4.	OCIO Roadmap Update	
		a. Consolidation Update	Ed Toner
		b. Service Manager Update	Tim Cao
	5.	Standards and Guidelines	
		a. Amendments to NITC 1-201* *(Attachment 5-a)*	
		b. Proposed NITC 3-101* *(Attachment 5-b)*	
		c. Report from the Security Architecture Workgroup on Security Standards	Chris Hobbs
	6.	Agency Reports and Other Business	Members
2:30 p.m.	7.	Adjourn	Chair

* Denotes Action Item

The Council will attempt to adhere to the sequence of the published agenda, but reserves the right to adjust the order of items if necessary and may elect to take action on any of the items listed.

Meeting notice was posted to the NITC website and the Nebraska Public Meeting Calendar on April 22, 2016. The agenda was posted to the NITC website on June 4, 2016

Nebraska Open Meetings Act

STATE GOVERNMENT COUNCIL
Executive Building - Lower Level Conference Room
521 S 14th Street, Lincoln, Nebraska
Thursday, February 11, 2016, 1:30 p.m.
MINUTES

MEMBERS PRESENT:
Ed Toner, Chief Information Officer, Chair
Dennis Burling, Department of Environmental Quality
Keith Dey, Department of Motor Vehicles Bill Wehling, Department of Roads
Brent Gaswick, Department of Education
Kim Menke, Department of Natural Resources
Chris Hill, Department of Health and Human Services
Mike Fabry, Department of Banking
Glenn Morton, Workers' Compensation Court
Jim Ohmberger, OCIO-Enterprise Computing Services
Mike Overton, Crime Commission
Jennifer Rasmussen, State Court Administrator's Office
Jayne Scofield, OCIO-Network Services
Terri Slone, Department of Labor
Ron TeBrink, Department of Correctional Services
Rod Wagner, Library Commission

MEMBERS ABSENT: Colleen Byelick, Secretary of State; Mike Calvert, Legislative Fiscal Office; Byron Diamond, Administrative Services; Dorest Harvey, Private Sector; Pam Kunzman, Nebraska State Patrol; Gerry Oligmueller, Budget; and Len Sloup, Department of Revenue

ROLL CALL, MEETING NOTICE & OPEN MEETINGS ACT INFORMATION

The Chair, Ed Toner, called the meeting to order at 1:30 p.m. There were 16 voting members present at the time of roll call. A quorum existed to conduct official business. The meeting notice was posted to the NITC website and the Nebraska Public Meeting Calendar on December 4, 2015. The agenda was posted to the NITC website on February 8, 2016. A copy of the Nebraska Open Meetings Act was located at the front of the room.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF OCTOBER 21, 2015 MINUTES*

Mr. TeBrink moved to approve the October 21, 2015 as presented. Mr. Dey seconded. Roll call vote: Slone-Abstained, Burling-Yes, Overton-Abstained, Gaswick-Yes, Menke-Abstained, Hill-Yes, Dey- Yes, Morton-Yes, Ohmberger-Yes, Fabry-Abstained, Scofield-Yes, TeBrink-Yes, Rasmussen-Abstained, Toner-Yes, Wagner-Abstained, and Wehling-Yes. Results: Yes-10, No-0, Abstained-6. Motion carried.

OCIO ROADMAP UPDATE

Mr. Toner provided a 6-month update on the OCIO roadmap. Phase 1, Immediate Needs, included starting work on several initiatives in 2015. Items discussed included:
1. Single Help Desk Solution - Incident Management.
2. Service Catalog.
3. Change Management Solution.
4. Enhance Information Security.
5. Enhanced Operations Center.

6. IT Cost Efficiencies.
7. Operationalize IT and Project Governance.
8. Consolidate on STN Domain.
9. Initiate Data Center Consolidation.
10. Initiate Active/Hot Standby Solution.

Phase 2, Mid-Term Implementation, has begun and will focus on the completion of Phase 1 initiatives. An update will be provided every 6 months.

Personal Workstation Standard Configuration, Tim Cao. The OCIO has developed a streamlined process in which agencies would be able to purchase workstations based on standard configurations. An alternate process is available if none of the standard configurations meet an agency's needs.

Cloud computing guidelines are in development and will be on a future agenda.

AGENCY REPORTS AND OTHER BUSINESS

The Governor has appointed Mr. Toner as the new Chair of the Nebraska Information Technology Commission.

There were no agency reports.

ADJOURNMENT

Mr. Dey moved to adjourn. Mr. Hill seconded. All were in favor. Motion carried.

The meeting was adjourned at 2:16 p.m.

The meeting minutes were taken by Lori Lopez Urdiales and reviewed by Rick Becker, Office of the CIO/NITC.

State of Nebraska
Nebraska Information Technology Commission
Standards and Guidelines

AMENDMENTS TO NITC 1-201 (Agency Information Technology Plan)

1. Section 2 is amended to read:

    2. Approved Format for Agency Information Technology Plans

    Attachment A, entitled "Agency Information Technology Plan," is the approved format for agency information technology plans. <u>An online version of the form will be available at https://cioapps.nebraska.gov/ITPlan.</u>

2. Attachment A is amended to read:

Nebraska Information Technology Commission
and the
Office of the Chief Information Officer

Agency Information Technology Plan

Due: September 15, ~~2014~~2016

Notes about this form:

1. **REQUIREMENT.** "On or before September 15 of each even-numbered year, all state agencies, boards, and commissions shall report to the Chief Information Officer, in a format determined by the [Nebraska Information Technology Commission], an information technology plan that includes an accounting of all technology assets, including planned acquisitions and upgrades." (NEB. REV. STAT. § 86-524.01). This document -- prepared with input from state agencies and the Technical Panel -- is the approved format for agency information technology plans. This form should be treated as if it is a public record. Do not include information which would compromise information technology security.
2. **DEADLINE.** The Agency Information Technology Plan is due on September 15, 2016.
3. **SUBMITTING THE FORM.** The form must be submitted online at https://cioapps.nebraska.gov/ITPlan.
4. **QUESTIONS.** Contact the Office of the CIO/NITC at (402) 471-7984 or ocio.nitc@nebraska.gov

	Agency
Agency IT Contact	
Email Address	
Phone	

1. Current Assets

~~1.3~~1.1 Hardware

~~1.3.1 General Description of Computing Environment~~
~~Provide a general description of the elements of the computing environment in the agency (mainframe, midrange, desktop computers, thin clients, etc.).~~

~~Description:~~

~~1.3.2~~1.1.1 Hardware Assets
Complete the following tables. For "current" assets, enter the total number of each item currently owned/leased by the agency. For "planned" assets, enter an estimated number of each item at the end of the biennium on June 30, ~~2017~~2019.

	Current					Planned				
	~~Windows~~Microsoft	Apple	Linux / Unix	Android	Other	~~Windows~~Microsoft	Apple	Linux / Unix	Android	Other
Desktop Computers										
Laptop Computers										
Thin Client										
Tablet Computers										
Smart Phones										

	Current					Planned				
	~~Windows~~Microsoft	Linux / Unix	VMware	Hyper-V	Other	~~Windows~~Microsoft	Linux / Unix	VMware	Hyper-V	Other
Physical Servers										
Virtual Servers										

Provide a brief narrative describing the reason/rationale for any significant change in the number of planned hardware assets as compared to the number of current hardware assets. Also, provide a description of the agency's hardware replacement cycle.

Narrative:

1.11.2 Applications

1.1.11.2.1 Off-the-Shelf Applications
Provide an estimated number of licenses for each of the following applications:

	Estimated Number of Users/Licenses	Version(s) (Optional)
Productivity Suite		
Microsoft Office		
WordPerfect Office		
OpenOffice/StarOffice		
Other (Specify)		
Internet Browser		
Microsoft Internet Explorer		
Firefox/Mozilla		
Google Chrome		
Safari		
Other (Specify)		
Desktop AntivirusEndpoint Protection		
Microsoft System Center Endpoint Protection		
Sophos		
Symantec/Norton		
McAfee		
Malware Bites		
Other (Specify)		
Instant Messaging		
Office CommunicatorOCIO Lync/Skype for Business		
Other (Specify)		
Web Conferencing		
OCIO WebEx		
OCIO Lync/Skype for Business		
Adobe Connect		
Other (Specify)		
Database Management (DBMS)		
IBM		
Oracle		
Microsoft SQL		
AS/400		
Other (Specify)		
Applications Development Tools		
Microsoft Visual Studio		
IBM Rational Application Developer		
Micro Focus COBOL		
Other (Specify)		
Business Analytics		
OBIEE		
SAP Crystal Reports		
Cognos		
Other (Specify)		

IT Service Management Suite		
Microsoft Service Manager		
Remedy		
iSupport		
Track-It		
ServiceNow		
Other (Specify)		

~~1.1.2~~1.2.2 Other Off-the-Shelf Applications
List other significant off-the-shelf applications utilized by the agency:

Application	Estimated Number of Users/Licenses	Version(s) (Optional)

1.2.3 Software as a Services (SaaS)
List any applications that are licensed on a subscription basis by the agency which are delivered over the Internet (sometimes called web-based software; on-demand software; or, hosted software):

Application	Vendor

~~1.1.3~~1.2.4 Custom Applications
List custom applications used by the agency, including (a) the general purpose of the application; (b) the platform on which it is running; (c) application development tools used; and (d) how the application is supported.

    Application:
    Platform:
    Development Tools:
    How Supported:
    Internet Accessible: Y/N

~~1.2~~1.3 Data

~~1.2.1~~1.3.1 Databases
List the significant databases maintained by the agency ~~and a brief description of each~~.

    Database:
    Brief Description:
    Types of Data: (Check boxes: PII, HIPAA, PCI, FTI, CJIS, SSA, None of the above) [definitions link]
    Data Classification: (Radio buttons: Highly Restricted; Confidential; Managed Access Public; Public) [definitions link]

~~1.2.2~~1.3.2 Data Exchange
List the significant electronic data exchanges your agency has with other entities.

    Title/Description:
    Other Entity:

Purpose:
Is this exchange encrypted?:

~~### 1.3 Hardware~~

~~**1.3.1 General Description of Computing Environment**~~
~~Provide a general description of the elements of the computing environment in the agency (mainframe, midrange, desktop computers, thin clients, etc.).~~

~~Description:~~

~~**1.3.2 Hardware Assets**~~
~~Complete the following tables. For "current" assets, enter the total number of each item currently owned/leased by the agency. For "planned" assets, enter an estimated number of each item at the end of the biennium on June 30, 2017.~~

	~~Current~~				~~Planned~~			
	~~Windows~~	~~Apple~~	~~Linux~~	~~Other~~	~~Windows~~	~~Apple~~	~~Linux~~	~~Other~~
~~Desktop Computers~~								
~~Laptop Computers~~								
~~Tablet Computers~~								

	~~Current~~					~~Planned~~				
	~~Windows~~	~~Linux~~	~~VMware~~	~~Hyper-V~~	~~Other~~	~~Windows~~	~~Linux~~	~~VMware~~	~~Hyper-V~~	~~Other~~
~~Physical Servers~~										
~~Virtual Servers~~										

~~Provide a brief narrative describing the reason/rationale for any significant change in the number of planned hardware assets as compared to the number of current hardware assets. Also, provide a description of the agency's hardware replacement cycle.~~

~~Narrative:~~

1.4 Network Environment

1.4.1 General Description
Provide a general description of the agency's network environment. You may optionally include any related diagrams, etc. Also, describe any desktop management and/or LAN monitoring tools used by the agency.

Description:

1.4.2 Network Devices

Complete the following table. For "current" devices, enter the total number of each item currently owned/leased by the agency. For "planned" devices, enter an estimated number of each item at the end of the biennium on June 30, 2017.

	Current	Planned
Firewalls (Hardware)		
Load Balancers (Hardware)		
Wireless Access Points		
Video Cameras (USB)		
IP Phones		
Web Servers		
IPS/IDS Appliances		
Non-OCIO provided Switches		
Application Delivery/Gateway (e.g. Citrix, Terminal Services appliances) (Specify)		

Provide a brief narrative describing the reason/rationale for any significant change in the number of planned devices as compared to the number of current devices.

Narrative:

1.5 Server Rooms

1.5.1 Server Rooms

Many agencies have invested in dedicated space for housing servers and network equipment. This dedicated space provided close proximity of the equipment to an agency's offices and support staff. During the early years of client/server technology, close proximity offered many advantages and was even essential in some situations. Changes in technology and higher network speeds have eroded the advantages of close proximity to the extent that separate server rooms often represent a duplication of costs and an impediment to good security, reliability, disaster recovery, and efficient operations. The trend in all large organizations is consolidation of servers and data centers.

The purpose of this section is to document the number and size of server rooms and encourage planning for use of shared services that would eliminate the need for most server rooms.

Please complete the following information:

1. Does your agency have a server room (yes / no):
2. Where is the server room located (city, building, floor):
3. What is the size of the server room (square footage):
4. Does the room have special electrical power feeds (yes/no):
5. Does the room have special cooling capacity (yes/no):
6. Does the room have uninterruptible power supply (yes/no):
7. Does the room have backup power (yes/no):
7.8. Does the room have a separate fire suppression system (yes/no):
8.9. What equipment is located in the server room (number of servers, racks, network devices, etc.)?
9.10. What security is available for the server room?

Provide a brief narrative describing your agency's plans to reduce or eliminate the server room or explain why it is still needed.

2. Staff and Training

2.1 Staff and Related Support Personnel
Identify staffing necessary to maintain your current IT environment, including contractor and OCIO staff supporting your agency specific environment.

	Approximate FTE
Agency IT Staff	
Contractors	
OCIO Staff	

2.2 IT Related Training
Summarize the agency's efforts to address training needs relating to information technology, including training for IT staff and users.

Description:

3. Survey

	Yes	No	In Progress	Not Applicable
3.1 Security - Please answer the following questions regarding your agency's efforts to maintain a secure information technology environment. [The questions refer to the Nebraska Information Technology Commission's Security Policies. These policies are available at http://nitc.ne.gov/standards/]				
Has your agency implemented the NITC's Security Policies?				
Has your agency implemented other security policies?				
Has your agency designated a Security Officer?				
Has your agency performed an audit of all data under your control?				
Has your agency classified all data under your control?				
Does your agency schedule vulnerability scans of servers containing sensitive information?				
Does your agency have a security awareness program in place?				
Does your agency allow the use of removable media such as flash drives, external hard drives, etc.?				
3.2 Disaster Recovery and Business Continuity - For purposes of this document, the term "Disaster Recovery Plan" refers to preparations for restoring information technology systems following a major disruption.				
Does your agency have a disaster recovery plan?				
If your answer to the previous question is YES, have you tested your disaster recovery plan?				
Does your agency perform regular back-ups of important agency data?				
If your answer to the previous questions is YES, does your agency maintain off-site storage of back-up data?				

	Yes	No	In Progress	Not Applicable
3.3 Accessibility / Assistive Technology				
Does your agency include the Nebraska Technology Access Clause in contracts for information technology purchases? (See Neb. Rev. Stat. § 73-205. The Technology Access Clause is posted at http://nitc.ne.gov/standards/)				
Does your agency have procedures in place to identify the information technology related requirements of users with disabilities?				
Does your agency provide training opportunities for management, procurement, and technical personnel on how to meet the accessibility needs of users with disabilities?				
Has your agency evaluated its website(s) to ensure accessibility to all persons with disabilities? If yes, what tools were used to evaluate accessibility:				
3.43.3 Geographic Information System (GIS) / Geospatial Data				
Does your agency have plans, over the next biennium, for the development and/or acquisition of GIS/geospatial data (ie,eg. Mapping, imagery, LiDAR, GPS collected data, geodatabase development, metadata, geocoding, demographic and address data, etc.) or geospatial data applications or web services? If your answer is YES, please provide a brief description and/or reference where that description is provided in Section 4 below:				
For data that is created or updated, will it follow appropriate NITC standards: NITC 3-201 Geospatial Metadata NITC 3-202 Land Records Information and Mapping NITC 3-203 LiDAR Elevation Acquisition Using LiDAR NITC 3-204 Imagery NITC 3-205 Street Centerline NITC 3-206 Address				
Will your agency provide the geospatial data created or updated through the project electronically with other government agencies in the State that may have a need for such data? Please provide a brief description with your proposed plan in Section 4.				
If geospatial data and web mapping services are created or updated and is needed by other state agencies or for public consumption, will you register the metadata with NebraskaMAP.gov?				
If your project incorporates web mapping services, are you willing to make use of current state resources by linking your project to web and data services that are maintained through other online state agency repositories? This would be for data not created by your project but is needed for your project to be effective (ie, base maps such as aerial imagery, street centerlines, and other authoritative base map data				

	Yes	No	In Progress	Not Applicable
provided as a service through NebraskaMAP.gov).				
If your project will be creating web mapping services, are you willing to make available the web services links (ie, REST service), without costs, by allowing connectivity of other state agencies web mapping services to your service?				
~~Do you have a data backup, failover and redundancy plan in place for geospatial data holdings?~~ ~~Please provide a brief description with your proposed plan in Section 4.~~				
~~3.5 Mobile Apps~~				
~~Does your agency use mobile apps to provide services through mobile devices?~~				
~~3.6 Social Media~~				
~~Does your agency use social media as a communications channel? If yes, which social media channels do you use (Facebook, Twitter, other)?~~				

4. Projects and Future Plans

4.1 Projects Currently Active
List current IT projects, including a description of the project, the current project status, projected completion date and costs.

> Project Title:
> Brief Description:
> Current Status:
> Projected Completion Date:
> Total Project Cost:

4.2 Projects Planned to be Started in ~~FY2015~~FY2017
List IT projects that are planned to start before the end of the current fiscal year which were not listed in the previous section.

> Project Title:
> Brief Description:
> Projected Start Date:
> Projected Completion Date:
> Total Project Cost:

4.3 Projects Planned for the ~~FY2015-2017~~2017-2019 Biennium

List IT project planned for the next biennium. (Note: If funding for a project has been requested and an IT Project Proposal entered in the Nebraska Budget Request and Reporting System, you only need to list the project title and note that it is included in the agency budget request.)

Project Title:
Brief Description:
Projected Start Date:
Projected Completion Date:
Total Project Cost:

4.4 Long-Term Plans (Beyond the ~~FY2015-2017~~2017-2019 Biennium)
Describe any long-term plans for projects to be started after the ~~FY2015-2017 biennium~~2017-2019 Biennium.

Agency Narrative:

4.5 Other Issues
This is a general comment section where the agency can identify issues not captured in another section of the plan. This provides an opportunity to address issues which may, or may not, impact an agency IT budget; such things as known risks, trends, or issues for which there is not currently enough information to be included in the other sections. This section can also be used to summarize the agency's strategies and future direction for the use of information technology within the agency.

Agency Narrative:

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Current version:

Nebraska Information Technology Commission
and the
Office of the Chief Information Officer

Agency Information Technology Plan

Due: September 15, 2016

Notes about this form:

1. **REQUIREMENT**. "On or before September 15 of each even-numbered year, all state agencies, boards, and commissions shall report to the Chief Information Officer, in a format determined by the [Nebraska Information Technology Commission], an information technology plan that includes an accounting of all technology assets, including planned acquisitions and upgrades." (NEB. REV. STAT. § 86-524.01). This document -- prepared with input from state agencies and the Technical Panel -- is the approved format for agency information technology plans. This form should be treated as if it is a public record. Do not include information which would compromise information technology security.
2. **DEADLINE**. The Agency Information Technology Plan is due on September 15, 2016.
3. **SUBMITTING THE FORM**. The form must be submitted online at https://cioapps.nebraska.gov/ITPlan.
4. **QUESTIONS**. Contact the Office of the CIO/NITC at (402) 471-7984 or ocio.nitc@nebraska.gov

	Agency	

Agency IT Contact	
Email Address	
Phone	

1. Current Assets

1.1 Hardware

1.1.1 Hardware Assets
Complete the following tables. For "current" assets, enter the total number of each item currently owned/leased by the agency. For "planned" assets, enter an estimated number of each item at the end of the biennium on June 30, 2019.

	Current					**Planned**				
	Microsoft	Apple	Linux / Unix	Android	Other	Microsoft	Apple	Linux / Unix	Android	Other
Desktop Computers										
Laptop Computers										
Thin Client										
Tablet Computers										
Smart Phones										

	Current					**Planned**				
	Microsoft	Linux / Unix	VMware	Hyper-V	Other	Microsoft	Linux / Unix	VMware	Hyper-V	Other
Physical Servers										
Virtual Servers										

Provide a brief narrative describing the reason/rationale for any significant change in the number of planned hardware assets as compared to the number of current hardware assets. Also, provide a description of the agency's hardware replacement cycle.

Narrative:

1.2 Applications

1.2.1 Off-the-Shelf Applications

Provide an estimated number of licenses for each of the following applications:

	Estimated Number of Users/Licenses	Version(s) (Optional)
Productivity Suite		
Microsoft Office		
WordPerfect Office		
OpenOffice/StarOffice		
Other (Specify)		
Endpoint Protection		
Microsoft System Center Endpoint Protection		
Sophos		
Symantec/Norton		
McAfee		
Malware Bites		
Other (Specify)		
Instant Messaging		
OCIO Lync/Skype for Business		
Other (Specify)		
Web Conferencing		
OCIO WebEx		
OCIO Lync/Skype for Business		
Adobe Connect		
Other (Specify)		
Database Management (DBMS)		
IBM		
Oracle		
Microsoft SQL		
AS/400		
Other (Specify)		
Applications Development Tools		
Microsoft Visual Studio		
IBM Rational Application Developer		
Micro Focus COBOL		
Other (Specify)		
Business Analytics		
OBIEE		
SAP Crystal Reports		
Cognos		
Other (Specify)		
IT Service Management Suite		
Microsoft Service Manager		
Remedy		
iSupport		
Track-It		
ServiceNow		
Other (Specify)		

1.2.2 Other Off-the-Shelf Applications
List other significant off-the-shelf applications utilized by the agency:

Application	Estimated Number of	Version(s) (Optional)

	Users/Licenses	

1.2.3 Software as a Services (SaaS)
List any applications that are licensed on a subscription basis by the agency which are delivered over the Internet (sometimes called web-based software; on-demand software; or, hosted software):

Application	Vendor

1.2.4 Custom Applications
List custom applications used by the agency, including (a) the general purpose of the application; (b) the platform on which it is running; (c) application development tools used; and (d) how the application is supported.

Application:
Platform:
Development Tools:
How Supported:
Internet Accessible: Y/N

1.3 Data

1.3.1 Databases
List the significant databases maintained by the agency.

Database:
Brief Description:
Types of Data: (Check boxes: PII, HIPAA, PCI, FTI, CJIS, SSA, None of the above) [definitions link]
Data Classification: (Radio buttons: Highly Restricted; Confidential; Managed Access Public; Public) [definitions link]

1.3.2 Data Exchange
List the significant electronic data exchanges your agency has with other entities.

Title/Description:
Other Entity:
Purpose:
Is this exchange encrypted?:

1.4 Network Environment

1.4.1 General Description
Provide a general description of the agency's network environment. You may optionally include any related diagrams, etc. Also, describe any desktop management and/or LAN monitoring tools used by the agency.

Description:

1.4.2 Network Devices

Complete the following table. For "current" devices, enter the total number of each item currently owned/leased by the agency. For "planned" devices, enter an estimated number of each item at the end of the biennium on June 30, 2017.

	Current	Planned
Firewalls (Hardware)		
Load Balancers (Hardware)		
Wireless Access Points		
Video Cameras		
IP Phones		
IPS/IDS Appliances		
Non-OCIO provided Switches		
Application Delivery/Gateway (e.g. Citrix, Terminal Services appliances) (Specify)		

Provide a brief narrative describing the reason/rationale for any significant change in the number of planned devices as compared to the number of current devices.

Narrative:

1.5 Server Rooms

1.5.1 Server Rooms

Many agencies have invested in dedicated space for housing servers and network equipment. This dedicated space provided close proximity of the equipment to an agency's offices and support staff. During the early years of client/server technology, close proximity offered many advantages and was even essential in some situations. Changes in technology and higher network speeds have eroded the advantages of close proximity to the extent that separate server rooms often represent a duplication of costs and an impediment to good security, reliability, disaster recovery, and efficient operations. The trend in all large organizations is consolidation of servers and data centers.

The purpose of this section is to document the number and size of server rooms and encourage planning for use of shared services that would eliminate the need for most server rooms.

Please complete the following information:

1. Does your agency have a server room (yes / no):
2. Where is the server room located (city, building, floor):
3. What is the size of the server room (square footage):
4. Does the room have special electrical power feeds (yes/no):
5. Does the room have special cooling capacity (yes/no):
6. Does the room have uninterruptible power supply (yes/no):
7. Does the room have backup power (yes/no):
8. Does the room have a separate fire suppression system (yes/no):
9. What equipment is located in the server room (number of servers, racks, network devices, etc.)?
10. What security is available for the server room?

Provide a brief narrative describing your agency's plans to reduce or eliminate the server room or explain why it is still needed.

2. Staff and Training

2.1 Staff and Related Support Personnel
Identify staffing necessary to maintain your current IT environment, including contractor and OCIO staff supporting your agency specific environment.

	Approximate FTE
Agency IT Staff	
Contractors	
OCIO Staff	

2.2 IT Related Training
Summarize the agency's efforts to address training needs relating to information technology, including training for IT staff and users.

Description:

3. Survey

	Yes	No	In Progress	Not Applicable
3.1 Security - Please answer the following questions regarding your agency's efforts to maintain a secure information technology environment. [The questions refer to the Nebraska Information Technology Commission's Security Policies. These policies are available at http://nitc.ne.gov/standards/]				
Has your agency implemented the NITC's Security Policies?				
Has your agency implemented other security policies?				
Has your agency designated a Security Officer?				
Has your agency performed an audit of all data under your control?				
Has your agency classified all data under your control?				
Does your agency schedule vulnerability scans of servers containing sensitive information?				
Does your agency have a security awareness program in place?				
Does your agency allow the use of removable media such as flash drives, external hard drives, etc.?				
3.2 Disaster Recovery and Business Continuity - For purposes of this document, the term "Disaster Recovery Plan" refers to preparations for restoring information technology systems following a major disruption.				
Does your agency have a disaster recovery plan?				
If your answer to the previous question is YES, have you tested your disaster recovery plan?				
Does your agency perform regular back-ups of important agency data?				
If your answer to the previous questions is YES, does your agency maintain off-site storage of back-up data?				

	Yes	No	In Progress	Not Applicable
3.3 Geographic Information System (GIS) / Geospatial Data				
Does your agency have plans, over the next biennium, for the development and/or acquisition of GIS/geospatial data (eg. Mapping, imagery, LiDAR, GPS collected data, geodatabase development, metadata, geocoding, demographic and address data, etc.) or geospatial data applications or web services? If your answer is YES, please provide a brief description and/or reference where that description is provided in Section 4 below:				
For data that is created or updated, will it follow appropriate NITC standards: NITC 3-201 Geospatial Metadata NITC 3-202 Land Records Information and Mapping NITC 3-203 LiDAR Elevation Acquisition Using LiDAR NITC 3-204 Imagery NITC 3-205 Street Centerline NITC 3-206 Address				
Will your agency provide the geospatial data created or updated through the project electronically with other government agencies in the State that may have a need for such data? Please provide a brief description with your proposed plan in Section 4.				
If geospatial data and web mapping services are created or updated and is needed by other state agencies or for public consumption, will you register the metadata with NebraskaMAP.gov?				
If your project incorporates web mapping services, are you willing to make use of current state resources by linking your project to web and data services that are maintained through other online state agency repositories? This would be for data not created by your project but is needed for your project to be effective (ie, base maps such as aerial imagery, street centerlines, and other authoritative base map data provided as a service through NebraskaMAP.gov).				
If your project will be creating web mapping services, are you willing to make available the web services links (ie, REST service), without costs, by allowing connectivity of other state agencies web mapping services to your service?				

4. Projects and Future Plans

4.1 Projects Currently Active
List current IT projects, including a description of the project, the current project status, projected completion date and costs.

Project Title:
Brief Description:

Current Status:
Projected Completion Date:
Total Project Cost:

4.2 Projects Planned to be Started in FY2017

List IT projects that are planned to start before the end of the current fiscal year which were not listed in the previous section.

Project Title:
Brief Description:
Projected Start Date:
Projected Completion Date:
Total Project Cost:

4.3 Projects Planned for the 2017-2019 Biennium

List IT project planned for the next biennium. (Note: If funding for a project has been requested and an IT Project Proposal entered in the Nebraska Budget Request and Reporting System, you only need to list the project title and note that it is included in the agency budget request.)

Project Title:
Brief Description:
Projected Start Date:
Projected Completion Date:
Total Project Cost:

4.4 Long-Term Plans (Beyond the 2017-2019 Biennium)

Describe any long-term plans for projects to be started after the 2017-2019 Biennium.

Agency Narrative:

4.5 Other Issues

This is a general comment section where the agency can identify issues not captured in another section of the plan. This provides an opportunity to address issues which may, or may not, impact an agency IT budget; such things as known risks, trends, or issues for which there is not currently enough information to be included in the other sections. This section can also be used to summarize the agency's strategies and future direction for the use of information technology within the agency.

Agency Narrative:

State of Nebraska
Nebraska Information Technology Commission
Standards and Guidelines

NITC 3-101 (Cloud Computing Standard)

A PROPOSED NEW STANDARD relating to cloud computing:

1. STANDARD

The Office of the Chief Information Officer ("OCIO") delivers IT solutions in a standards-based, technologically sound and secure environment. In alignment with the State's strategic direction for IT and to leverage the State's substantial investment in private cloud computing services, state agencies needing cloud computing services shall use the private cloud computing services provided by the OCIO ("State Cloud") unless an exception is granted as provided herein.

If the State Cloud does not fully address an agency's business needs and the agency is considering a vendor provided cloud computing alternative, the agency shall submit a *Cloud Computing – Statement of Intent* (form attached hereto as "Attachment A") to the OCIO that outlines the requirements, costs and risks prior to proceeding with the initiative.

The agency's *Cloud Computing - Statement of Intent* shall be submitted to the OCIO during the planning/requirements gathering process of any project potentially utilizing a vendor provided cloud computing solution. Upon receiving the *Cloud Computing – Statement of Intent*, the OCIO will schedule a meeting with the agency to discuss the request.

After reviewing the request, the OCIO may approve the exception; approve the exception with conditions; or deny the exception.

All purchase requests for cloud services shall be submitted using the IT procurement review process as outlined in NITC 1-204.

2. INQUIRIES AND SUBMISSION

Direct inquiries and the submission of the *Cloud Computing – Statement of Intent* to: OCIO.ITPurchase@nebraska.gov

3. DEFINITIONS

This document uses the National Institute of Standards and Technology (NIST) definition of cloud computing and corresponding service models:

Cloud computing is a model for enabling ubiquitous, convenient, on-demand network access to a shared pool of configurable computing resources (e.g., networks, servers, storage, applications, and services) that can be rapidly provisioned and released with minimal management effort or service provider interaction.

Private cloud. The cloud infrastructure is provisioned for exclusive use by a single organization comprising multiple consumers (e.g., business units). It may be owned, managed, and operated by the organization, a third party, or some combination of them, and it may exist on or off premises

Public cloud. The cloud infrastructure is provisioned for open use by the general public. It may be owned, managed, and operated by a business, academic, or government organization, or some combination of them.   It exists on the premises of the cloud provider.

Hybrid cloud. The cloud infrastructure is a composition of two or more distinct cloud infrastructures (private, community, or public) that remain unique entities, but are bound together by standardized or proprietary technology that enables data and application portability (e.g., cloud bursting for load balancing between clouds).

Service Models:
- ***Cloud Software as a Service (SaaS).*** The capability provided to the consumer is to use the provider's applications running on a cloud infrastructure. The applications are accessible from various client devices through a thin client interface such as a web browser (e.g., web-based email). The consumer does not manage or control the underlying cloud infrastructure including network, servers, operating systems, storage, or even individual application capabilities, with the possible exception of limited user-specific application configuration settings.
- ***Cloud Platform as a Service (PaaS).*** The capability provided to the consumer is to deploy onto the cloud infrastructure consumer-created or acquired applications created using programming languages and tools supported by the provider. The consumer does not manage or control the underlying cloud infrastructure including network, servers, operating systems, or storage, but has control over the deployed applications and possibly application hosting environment configurations.
- ***Cloud Infrastructure as a Service (IaaS).*** The capability provided to the consumer is to provision processing, storage, networks, and other fundamental computing resources where the consumer is able to deploy and run arbitrary software, which can include operating systems and applications. The consumer does not manage or control the underlying cloud infrastructure but has control over operating systems, storage, deployed applications, and possibly limited control of select networking components (e.g., host firewalls).

4. REQUIREMENTS AND CONSIDERATIONS

Requirements and considerations in this section are presented in summary form to illustrate key functional, technical and operational differences between each cloud offering and are meant to be representative as opposed to complete.

Legend: ✓Preferred Solution, △Subject to Review, 🚫Not Acceptable

Requirement Area	Key Considerations	State Cloud	Hybrid Offering	Public Cloud
Infrastructure Suitability				
Security and Privacy	▪ Maintenance of Highly Restricted, Confidential, Managed Access Public and Public data (NITC 8-101) ▪ Resiliency to unauthorized access via unique encryption keys ▪ Data will never be co-mingled with that of other organizations.	✓	△	🚫
Technical Performance	▪ High CPU, Memory, Bandwidth or I/O Requirements ▪ Predictable workloads	✓	✓	△
Availability & Service Levels	▪ 24x365 availability, 99.95%+ uptime ▪ Fault tolerance, redundancy	✓	△	🚫
Customization	▪ Standards enforcement (OS, DBMS, Security, System Image) ▪ Tailored to Application / Agency technical requirements within standards	✓	△	🚫
Cost Savings Impact Areas	▪ Operational Cost of Ownership ▪ Ongoing TCO reduction, Cost avoidance	✓	✓	✓
Driver of Statewide Consolidation	▪ Reduction in systems, software and application counts, operational complexity ▪ Simplification of integration, workflows and labor requirements	✓	✓	✓
Migration Profile	▪ Ease of migration from current solution platform to cloud based offering ▪ Technical migration complexity profile	△	△	△
Integration (Process & Technical)	▪ Cross system workflow support and data exchange ▪ Mixture of sensitive and non-sensitive data ▪ Adherence to State integration standards	✓	△	🚫
IT Application Profile Suitability				
Websites and Public Interaction (Informational)	▪ Presentation of State / Agency presence to public / businesses ▪ Distribution of non-sensitive data	✓	✓	✓
Transactional Websites	▪ Collection of non-sensitive transactional data ▪ Collection of low-risk fees/revenue or other information	✓	✓	△
Workgroup Enablement	▪ Storage of routine forms, data, knowledge management and other workgroup enablement data / functions	✓	✓	✓
Business Process Enablement	▪ Integrated processes within a single application or application suite ▪ Processing of transactional data non-critical to the State or public safety, revenue collection	✓	△	△
End User Computing	▪ Agency specific and non-critical applications ▪ Simple integration and reporting ▪ Routine Agency functions (non-sensitive data)	✓	✓	✓

Cross-Agency Systems	• Agency specific critical applications • Complex integration and reporting • Routine Agency functions (sensitive data)	✔	🚫	🚫
DR – Non Critical Systems / Data	• Data replication of non-sensitive systems and data • Archive and reference data management	✔	✔	△
State ERP (E1)	• Operational Uptime and Performance • Highly complex business rules and integration • Maintenance of Sensitive Data	✔	🚫	🚫
Highly Integrated Operational Systems	• Complex integration and workflows, potentially spanning many systems and work groups • High operational uptime and performance requirements • Maintain personal or confidential data	✔	🚫	🚫
State Critical Systems	• Systems that directly influence the State's ability to perform Public Safety, Citizen Services, Revenue Collection and/or Critical Employee Services	✔	🚫	🚫

Attachment A - Cloud Computing Guidelines – Statement of Intent Submission Form

Date of Request:	Requesting Agency:	Contact Person & Title:

Phone Number:	Address:	E-mail Address:

Business rationale for selecting an alternative cloud computing solution *(Provide **specific business and / or technical reason(s)** why the agency/functional unit cannot use an existing State Cloud solution.)*:

Proposed cloud computing service model (*e.g., Infrastructure as a Service (IaaS), Platform as a Service (PaaS) or Software as a Service (SaaS*):

Deployment strategy (e.g., hybrid, private or public cloud):

Description of the maturity of the technologies involved (*Has successfully implemented in other government environment.   If NE is the first customer for this technology, it is not mature):*

Estimated agency startup and ongoing maintenance costs of the proposed solution:

If a particular vendor is already under consideration, financial ability to perform the contract *(Can provide documentation showing other customers of same size using solution. Can provide documentation showing they have passed required federal audits)*:

Exit strategy/plan in the event that the agency is not satisfied with the cloud-based solution or the vendor is not able to provide the service:

Identification of the type of data that will be included in the proposed solution, including any sensitive data or personally identifiable information (Refer to http://nitc.ne.gov/standards/8-101.html for guidance on data types.):

Detail where and how state data will be stored, accessed, tested, maintained or backed-up:

Description of the agency's security policies and, if known, vendor security practices that are in place or will be implemented to safeguard the State of Nebraska's information assets from unauthorized disclosure, modification or destruction and to address the basic security elements of confidentiality, integrity and availability:

Identification of the proposed business continuity and disaster recovery plan that will be used to ensure the timely restoration, relocation or replacement of resources in the case of a disaster or other business interruption:

Explanation of incident response procedures in the event of a security breach, including the loss or theft of devices and media:

Approach to handling record retention, public record and e-discovery requirements in the proposed cloud computing solution:

Agency plans for providing help desk support for the proposed cloud-based solution:

High-level planning, design, development, implementation and maintenance timeline for the effort:

Requesting Agency Approval

Agency Director Approval Signature:
Date:

For OCIO Management Use Only

State Chief Information Officer (or his/her designee) Approval:
Approve ☐   Approve with Conditions ☐   Disapprove ☐
Conditions or Reason for Disapproval:

State Chief Information Officer (or his/her designee) Signature:
Date:

Please submit the completed form to: **OCIO.ITPurchase@nebraska.gov**